



Adult Education and Spanish Speaking Affairs

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Dr. Barbara Bolin, Director

Date: January 18, 2001
To: Michigan Works! Administrative Entities
From: Barbara J. Tornholm, Director (*SIGNED*)
Adult Education and Spanish Speaking Affairs
Subject: Partnership for Adult Learning (PAL) Policy Issuance 02-00

The following PAL issues have been addressed through various meetings, emails and phone calls and are being confirmed:

ADMINISTRATION

Administrative costs may be incurred beginning October 1 for approved grantees. Costs incurred for subcontracted program operations are not considered administrative costs.

DISBURSEMENT OF FUNDS

ANY FUNDS UNEXPENDED BY SEPTEMBER 30, 2001 MUST BE RETURNED TO THE STATE OF MICHIGAN. There are no holdback provisions, carry-over provisions or provisions to allocate additional dollars to a MWA or to reallocate funds from one MWA to another.

Process Description: Following approval of a PAL grant, a Grant Action Notice (GAN) signed by Dr. Bolin will be submitted to the Michigan Department of Career Development, Office of Financial Services for forwarding to the Michigan Department of Education, State Aid and School Finance Services. The GAN provides a planned payment schedule for these funds, which will be disbursed automatically. All funds will be completely disbursed by September 30, 2001, with the first payment to be disbursed two weeks following receipt of a signed GAN. All funds will be paid to the Michigan Works! Agency (MWA).

EXPENDITURE REPORTING REQUIREMENTS

The PAL program year is from October 1 to September 30. Expenditure reports are required on a quarterly basis (October-December, January-March, April-June and July-September), as well as at the end of the fiscal year for close-out of the grant. Expenditure reports are due January 20, April 20, July 20, October 20, and November 15. Expenditure categories include Administration, Workforce Readiness (including reporting on match expenditures), Program (subcontracted adult education providers), Service Center Support and Information Technology Reporting System. (Attached)

Due to the short turn around time for the first quarter report for October-December, the deadline for the first quarter report has been extended to January 31, 2001.

PROGRAM PERFORMANCE REPORTING

The Michigan Adult Education Reporting System (Policy Guidance 01-00 dated August 23, 2000, Attachment F) is currently being slightly revised to incorporate PAL reporting requirements. The current version of this document (dated December 1, 2000) contains the majority of the fields necessary. (Attached) It is anticipated that the final MAERS document with PAL reporting requirements included will be completed within the next two weeks, and will be forwarded to you as soon as possible.

Clarification Regarding Enrollment of Individual PAL Participants: The MAERS requires that program funding source(s) be identified. If PAL is selected, the activity must be 100% PAL funded (no co-mingling of funds). Section 107 and federal funds can be combined to fund a participant's allowable activity, but you cannot split fund a participant's allowable activity under PAL. If, for example, a participant is enrolled in a federal program in the morning and a PAL program in the afternoon, two separate entries must be made for this individual indicating separate funding sources, goals, measures and outcomes.

FINANCIAL REIMBURSEMENT OF ADULT LEARNING PROVIDERS

The following information is provided for informational purposes and does not represent any policy revisions:

- MDCD's formulas for operationalizing the PAL payment determination are available in the application information for federal Adult Education and Family Literacy, WIA Title II funding. This document is available on the MDCD website in the Adult Education section at: www.mdcd.org. Some MWA staff have reported this information to be helpful.
- As a reminder, descriptions of MWA's methods for operationalizing their own PAL payment determination process are a required portion of PAL Plans. Please submit this information with your PAL Plan and update this information if it changes. This detail is on file at MDCD for information purposes, but the content is not part of PAL Plan approval. MDCD may be requesting additional information in the near future from those MWAs submitting minimal information at initial program start-up.
- Cash flow from MWAs to local programs need not coincide with the determination of payment amounts required by PAL.

Additional policy issuances will be provided as necessary. If you have any questions or concerns, please contact Sandy Thelen, PAL Coordinator. Phone: 517-373-3395; Fax: 517-335-3630; E-Mail: thelensj@state.mi.us.